



HELSINGIN KAUPUNGINKIRJASTO

HELSINGFORS STADS BIBLIOTEK

HELSINKI CITY LIBRARY

Terms of Use for Workstations

These terms are applied to the use of all workstations and data systems that are connected into the information network of the Helsinki City Library.

For customers, the library provides the following user services:

- workstations equipped with Internet connections and versatile standard programs for information search, personal electronic errands, the use of Internet and e-mail, and for working.
- HelMet workstations for the search of materials, the making of reservations and for renewals of loans. You do not need to reserve these workstations in advance.
- workstations for special use
- workstations for children.

Access to a workstation is granted to persons with their own personal library card or a personal username. The customer is responsible for the workstation and its use in person. The staff will assist the customer in using the workstations when needed. Printing can be done from the workstations. Printed pages are subject to a fee. Saved files and data saved in the cache memory are deleted from the workstation's memory after the session ends. Other customers are not able to view used files or pages.

Reservations can be made over the Internet with the on-line reservation system or with the help of the librarian in the library. You can also reserve the workstation by telephone. The library defines the number and length of reserved times that can be reserved at a time. When the workstation is reserved as self-service over the Internet, you will need your library card and your personal identification number. Libraries have also queue-up workstations, which require no reservations.

Workstations and equipment connected to them must be handled appropriately. You may not install programs to the workstations. The users must observe the valid copyright statutes. Courses of action that are generally considered inappropriate are forbidden.

One will lose the right to use work stations if

- one does not conform to the terms of use of Helsinki City Library
 - one uses devices and equipment, programs or the information network against the principles of the library.
- Staff has the right to intervene in the disturbing use of workstations. The library is not responsible for damages that are caused to third parties with the equipment of the library.

Welcome to use the workstations at the library!

At the address <http://www.lib.hel.fi/> you will find

- more information on the peripheral equipment of the work stations
- fees of the library
- the opening hours of the libraries
- terms of use of the library